



1 FEBRUARY 2000

Chaplain

**CHAPLAIN ACTIVITIES FOR AIR FORCE
SPACE COMMAND CHAPLAIN FUNCTIONS**

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OPR: HCX (Ch, Lt Col, Gary L. Carlson)
Supersedes AFSPCCL52-2, 2 Mar 98.

Certified by: HC (Ch, Col, David M. Park)
Pages: 5
Distribution: F

This Checklist reflects Command requirements for Chaplain Activities at all applicable levels to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to align with [AFI 52-101](#), *Chaplain Service Responsibilities and Procedures*. An asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Asterisked critical items (if present) are those items that, if not accomplished in support of primary mission could result in an overall Wing assessment rating of less than satisfactory. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. The publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at [Attachment 1](#) as a guide only. AFSPC Checklists **will not** be supplemented. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's Chaplain Readiness Activities program.

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Command Chaplain

Attachment 1

CHAPLAIN ACTIVITIES FOR AIR FORCE SPACE COMMAND CHAPLAIN FUNCTIONS

Table A1.1. Checklist.

Section 1: CHAPLAIN SERVICE STANDARDS MISSION STATEMENT: To serve God, Creator of the Universe, and the men and women of Air Force Space Command by providing guidance, support, and pastoral care.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Do chaplains meet the religious needs of their community by providing (AFPD 52-1 para 2.1):			
1.1.1.1. Religious Ministries of Worship			
*1.1.1.1.1. Are all major faith group worship services to include Jewish, Protestant (General, Gospel, Liturgical, Etc), Orthodox, and Roman Catholic conducted by Air Force or Auxiliary Chaplains? (AFI 52-101, para 1.8)			
*1.1.1.1.2. Does the Wing Chaplain schedule at least one Sunday morning Protestant Worship service which addresses as many of the Protestant community's faith commitments as possible? (AFI 52-101, para 1.8.3)			
*1.1.1.1.3. If a Rabbi is not available and Jewish services are conducted, are they conducted by a Jewish lay leader? (AFI 52-101, para 1.8)			
*1.1.1.1.4. Is there a documented need for a denominational worship service? (AFI 52-101, para 1.8.1)			
*1.1.1.1.4.1. Does the person conducting the service have written authorization from their denomination on file with the Wing chaplain? (AFI 52-101, para 1.8.1)			
*1.1.1.1.4.2. Is the authorization reviewed annually? (AFI 52-101, para 1.8.1)			
1.1.1.1.5. When scheduling worship, do major faith group services have priority over denominational services? (AFI 52-101, para 1.8.2)			
1.1.1.2. Religious Education			
1.1.1.3. Pastoral Care			
1.1.1.4. Counseling			
1.1.1.5. Visitation			
*1.1.1.5.1. Are chaplains visiting their assigned units a minimum of 12 hours monthly? (HQ AFSPC/HC Policy Letter: Unit Readiness Training Performance Measure, dated 28 January 1999)			
1.1.2. Are chaplain duties consistent with their professional role, non-combatant status, faith group doctrines and personal religious convictions? (AFI 52-101, para 1.5)			
1.1.3. Are chaplains part of the base death notification teams? (AFI 52-101, para 1.6)			

1.1.4. Does the Wing/Installation Chaplain ensure that religious material is available and recommend to the commander the removal of materials that solicit, proselytize, or malign any religious group? (AFI 52-101, para 1.9)			
*1.1.5. Does the Wing/Installation Chaplain identify holy days and major faith group requirements and advise commanders accordingly? (AFI 52-101, para 1.11)			
*1.1.6. Are DOD Guidelines related to criminal history background checks for appropriated and non-appropriated contract personnel who work with children and youth being implemented? (This would include RE Coordinators, Children's Choir Directors, Child Care workers, and Youth Leaders). (DODI 1402.5)			
1.2. NON-CRITICAL ITEM:	YES	NO	N/A
*1.2.1. Are enlisted personnel trained to provide essential support enabling chaplains to execute and accomplish their missions? (WMP-1, Annex X, para 3a(1)(b)3).			
Section 2: RELIGIOUS FACILITIES MISSION STATEMENT: Provide the best religious facilities to accommodate military and family members for the free exercise of religion.			
2.1. CRITICAL ITEMS	YES	NO	N/A
2.1.1. Does each chaplain have private office space suitable for privileged communication? (AFI 52-101, para 3.6)			
2.1.2. Are chapel activities given priority over base activities when scheduling religious facilities? (AFI 52-101, para 3.8)			
2.1.3. Is a Blessed Sacrament Room available? (AFI 52-101, para 3.5)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the Wing/Installation Chaplain ensure that distinctive faith group symbols are not on permanent display in common areas (except during religious services)? (AFI 52-101, para 3.2)			
2.2.2. Does the Wing/Installation Chaplain ensure that alcoholic beverages consumed in religious facilities are used only for religious rites? (AFI 52-101, para 3.3)			
2.2.3. Does the Wing/Installation Chaplain ensure non-religious activities are not held in the chapel sanctuary, chancel, or nave? (AFI 52-101, para 3.4)			
Section 3. CHAPLAIN FUNDS MISSION STATEMENT: Provide military and family members a variety of stewardship opportunities for expression of their faith.			
3.1. CRITICAL ITEMS	YES	NO	N/A
*3.1.1. Does the Wing/Installation Chaplain oversee the chaplain service fund to include a budgeting process, management, internal controls, and a verifiable audit trail? (AFI 52-101, para 4.9)			
*3.1.2. Is an AF Form 1423, Certificate of Attendance and Offerings, used if monetary offerings collected at any function are not deposited in the installation chaplain fund? (AFI 52-101, para 1.12.4)			

*3.1.3. Is Quickbooks (TM) being used as the official chaplain service funds accounting system? (AFI 52-101, para 4.3)			
*3.1.4. Does the Wing/Installation Chaplain send end-of-fiscal-year (1 Oct-30 Sep) Chaplain Service Fund Balance sheets to HQ AFSPC/HC NLT 31 Oct? (AFI 52-101, para 4.5.1)			
*3.1.5. Does the Wing/Installation Chaplain and NCOIC establish internal controls to facilitate the management and oversight of local chaplain service fund administration? (AFI 52-101, para 4.6.1)			
*3.1.6. Does the Wing/Installation Chaplain execute an annual Chaplain Service fund review and a local audit of Chaplain Service fund transactions by a qualified disinterested third party? (AFI 52-101, para 4.6.1)			
*3.1.7. Are the results of the Chaplain Service fund review and audit documented and maintained in the Chaplain Service fund accounting records? (AFI 52-101, para 4.6.2)			
*3.1.8. Does the Wing/Installation Chaplain form a multi-faith advisory group comprised of a majority of active duty members to support oversight and random auditing of established internal controls? (AFI 52-101, para 4.6.2)			
*3.1.9. Do all Chaplain Service fund contracts comply with applicable financial management and acquisition thresholds? (AFI 52-101, para 4.8)			
*3.1.10. Are all Chaplain Service fund non-personal services contracts reviewed in advance by the Staff Judge Advocate? (AFI 52-101, para 4.8)			
*3.1.11. Has the Wing/Installation Chaplain ensured no one person has complete control of the fund? (AFI 52-101, para 4.9.1)			
*3.1.12. Does the NCOIC perform and document a monthly inspection of all fund activities? (AFI 52-101, para 4.10.1)			
*3.1.13. Are actions by the fund custodian authorized by an approved annual budget and the Wing/Installation Chaplain? (AFI 52-101, para 4.11.4)			
*3.1.14. Does the custodian use only insured bank accounts? (AFI 52-101, para 4.11.9)			
*3.1.15. Does the custodian ensure Chaplain Service funds are not transferred to Morale, Welfare, and Recreation Services (MWRS) non-appropriated funds? (AFI 52-101, para 4.11.10)			
*3.1.16. Does the custodian ensure Chaplain Service funds are not used for temporary duty (TDY) or permissive temporary duty (PTDY)? (AFI 52-101, para 4.11.11)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Does someone other than the Wing/Installation Chaplain act as custodian? (AFI 52-101, para 4.9.3)			
3.2.2. Does the Wing/Installation Chaplain appoint an active duty chaplain service custodian and a bookkeeper who are not the same person? (AFI 52-101, para 4.9.2)			

3.2.3. Is someone other than the NCOIC performing custodian and bookkeeper duties? (AFI 52-101, para 4.10.2)			
3.2.4. Does the Wing/Installation Chaplain ensure insurance claims for lost, stolen, damaged, or destroyed Chaplain Service fund assets are properly processed? (AFI 52-101, para 4.9.4)			
3.2.5. Does the fund custodian reconcile all financial accounts upon receiving the bank statement? (AFI 52-101, para 4.11.1)			
*3.2.6. Is the fund custodian one of two signers for all checks? (AFI 52-101, para 4.11.2)			
*3.2.7. Is the co-signer someone other than the Wing/Installation Chaplain/NCOIC? (AFI 52-101, para 4.11.2)			
*3.2.8. Does the custodian perform an annual inventory of fund owned property annually in September (AFI 52-101, para 4.11.5)			
*3.2.9. Does the custodian perform an annual inventory of fund owned property upon assuming custodian duties? (AFI 52-101, para 4.11.5)			
*3.2.10. Does the custodian setup an equipment account labeling and recording fund owned items valued at \$750. or more? (AFI 52-101, para 4.11.7)			
*3.2.11. Does the custodian properly dispose of Chaplain Service fund equipment and maintain documentation of all transactions? (AFI 52-101, para 4.11.8)			
*3.2.12. Does the fund custodian comply with funding guidance? (AFI 65-601, Vol 1, para 4.32)			